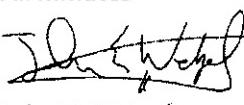




TO All Inmates  
  
FROM John E. Wetzel  
Secretary of Corrections  
DATE September 7, 2018  
RE Changes to Mail Procedures

Inmate Mail Processing Changes

Please be advised that all non-privileged inmate mail will no longer be accepted at Department of Corrections facilities. All such inmate mail must be sent to the following address to be processed for delivery, utilizing existing DOC mail rules:

Smart Communications/PADOC  
Inmate Name/Inmate Number  
Institution  
PO Box 33028  
St Petersburg, FL 33733

EXAMPLE:

Smart Communications/PADOC  
Joe Jones/AB1234  
SCI Camp Hill  
PO Box 33028  
St Petersburg, FL 33733

*(this is the new  
mail process so if there  
any delay)*

Envelopes must include a return address. Photos will be limited to 25 per mailing. Any mailing received with more than 25 photos will be returned to sender. Smart Communications acting as the Department's contracted inmate mail processor will scan the original mail. Facility Staff will print electronic copies of the original mail and deliver it to the intended recipient.

Legal Correspondence

These procedures do not affect the processing of inmate legal mail (privileged correspondence under DC ADM 803). Inmate legal mail should still be addressed to the appropriate prison for delivery. Department staff will continue to open legal mail in the presence of the inmate to whom it is addressed. Moving forward, inmate legal mail will then be photocopied in the presence of the inmate. The photocopy will be provided to the inmate. The original will be sealed and securely stored in the presence of the inmate. The original documents will be securely destroyed after 15 business days.

Policy updates incorporating these changes are forthcoming.

Thank you.

*Sincerely  
John E. Wetzel  
ADM 5992*

Saint Communication/PADDC  
William D. Turner, A#15982  
524 Frackville  
P.O. Box 3302 C #133733  
St Petersburgh, PA.

FIRST CLASS MAIL  
INMATE MAIL  
PA DEPT OF CORRECTIONAL  
US POSTAGE \$000.47  
Hasler 09/20/2018  
Chippewa County  
600 Middle District Terminal  
P.O. Box 1148  
Scranton, PA. 18501

RECEIVED  
SCREENED

SEP 24 2018

PER Ano

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